

## COURSE ADJUSTMENT FORM

- Navigate to Course Adjustment form in Onbase
  - Enter all student information.
  - Please only select your own name as the “**Advisor Name**”. Only the advisor of record is permitted to submit a major course adjustment. If you are submitting a course adjustment as the advisor for an endorsement/licensure/minor etc., you would still select your own name, not the name of the student’s major advisor.

Student Information

|                              |                      |                      |
|------------------------------|----------------------|----------------------|
| Student Bear ID *            | Student First Name * | Student Last Name *  |
| <input type="text"/>         | <input type="text"/> | <input type="text"/> |
| Student Bear Email Address * | Advisor Name *       | Date                 |
| <input type="text"/>         | <input type="text"/> | <input type="text"/> |

- **Area of Change:** Here you will select the area in which you are making your adjustment. Normally this is in the major or minor. If the course is in the Licensure area, it is important to select “**Licensure**” as the form will then be routed to our Licensing Officer for a second approval. If you are not sure, you can look at the student’s Degree Works. The required course you will be trading out will be under a specific block or header. If it’s not clear which block/header, feel free to call the Office of the Registrar (351-1862, option #2) and ask one of the Graduation Degree Analysts for help.

Course Adjustment Information

Area of Change \*

- **College**
  - Please list the college the major/minor falls under.

College \*

- **Type of Change:** Here you will select one of the following:

Type of Change \*

- **Force Complete/Waive:** used to waive a class and the corresponding credits. This will not reduce the credits required to reach 120 credit minimum but will reduce the credits required in the block in which the course is required.

**Type of Change \***

Force Complete/Waive  X

- **Please waive corresponding credits:** If you do not wish to waive the credits, leave it at zero credits. If left at zero credits, the student will have to complete the equivalent number of credits to reach the total credits required in the block.

**Credits Hours Waived \***

03

- **Major/Minor Elective:** used to list the elective courses you wish to apply to the student's major electives, minor electives or concentration. (Only courses already accepted as university-wide credits are permitted to use for electives. Courses not accepted by UNC will not be allowed to fulfill any degree requirements.) Please list all the classes you wish to apply in the box. You do not need to submit separate forms for each elective course. Please specify which elective category box if there is more than one.

**Type of Change \***

Major/Minor Elective  X

- **Non-Course Requirement:** Here you will need to select the appropriate non-course requirement from the list: Criminal Investigation Exam, Foreign Language, or Oral Proficiency Review. If you wish to add any information regarding the non-course requirement, please feel free to use the box provided.

**Type of Change \***

Non-Course Requirement  X

**Non-Course Requirement \***

Criminal Investigation Exam  X

- **Substitute:** Most course adjustments are substitutions. You will need to type in or use the dropdown for the UNC **Required Course**. Next, you will type in or select the **Substitution Course**. You can free-form type in this box as you will need to be able to use a course prefix and number from a transfer school on occasion. Please use the provided box to indicate if the sub course is from a transfer school. If it is a transfer course, you will have another box pop up to put in the name of the school. You can copy and paste this information from the student's Degree Works. Again, if you would like to include a note or clarification, please feel free to use the box provided.

**Type of Change \***

Substitute  X

**Required Course \***

**Substitution Course \***

**Is substitution course a transfer course? \***

- **Required Approvals:** Please select your department approver for the major/minor/endorsement. Do not select the approver for the department in which the subject is taught. This will be the Chair of the Department or the Dean of the College, if the Chair is not available.

### Required Approvals

**Department Approver \***

- **Submit.** Once you have filled in your form, please click the “submit” button. This will start the process of approval and processing. You will receive a series of emails letting you know where the document is in the approval and processing progression. The student will also receive these emails.

**Submit**

Reviewed: 06/17/20